



Haliburton Real Easy Ryders Directors' Roles and Responsibilities



PRESIDENT	TIMELINE
Schedule and chair Board, AGM and member meetings.	Ongoing ~ 5 times a year
Solicit agenda items from other committee members for all Board meetings and AGM and prepare and distribute agenda prior to the respective meetings	For each meeting
Prepare welcome letter for inclusion in the membership registration package, plus other web update designated documents	January
Act as signing officer for banking transactions	Ongoing
Coordinate the annual review and revision of Directors' Roles and Responsibilities	Following the AGM
Ensure website content is reviewed with the Website Coordinator prior to and during the cycling season	February and ongoing
Ensure Sports Injury Forms are reviewed with our Insurance Company and forms are completed and filed in case of accident	As needed
Coordinate the identification of charitable organizations and annual donations as required	Ongoing
Respond to inquiries coming from the club's e-mail address	Ongoing

VICE-PRESIDENT	TIMELINE
Represent the President in his/her absence, but the role of VP does not require progression to president. Handle duties of 'Immediate Past President' in the event there is no person in the position,	As required
Act as signing officer for banking transactions (along with the President and Treasurer) The club policy only requires 2 directors to be signing officers.	Ongoing
Organize the Spring orientation meeting (Let's Get Rolling)	February-May
Coordinate the annual review of the Policy & Procedures document as required	Spring
Communicate, on behalf of the club, with all local media outlets to further the interests of the club and increase its visibility in Haliburton County.	Ongoing
In the event there is no Vice President, the duties will be distributed among the directors as deemed appropriate.	

SECRETARY	TIMELINE
Take Minutes at all meetings. Distribute to all Directors for review and acceptance	Ongoing
Maintain for reference purposes, electronic copies of minutes, ride and tour schedules, policy statements, constitution documents, membership lists and relevant correspondence. This will include a membership list for older members going back to 1999.	Ongoing
Maintain all of the above copies on Google Drive, with regular back up on HRER Back Up Drive. Make documents available to Board when requested.	Ongoing

<p>Help direct new board members to drive.google.com and assist them with finding documents.</p> <p>Share Google Drive folder from the previous year with new Board members. Share Google Drive folder for the upcoming year with all Board members.</p>	Following AGM
---	---------------

TREASURER	TIMELINE
Maintain accurate and up-to-date financial records	Ongoing
Review, reconcile and maintain quarterly bank account statements	Ongoing
Reconcile bank statements to Quicken	Ongoing
Pay all expenses and invoices ensuring that all payments are supported by valid receipts	Ongoing
Prepare financial statements for presentation at Board meetings	As required
Prepare and present year-end financial statement at Annual General Meeting	November
Act as signing officer for banking transactions	Ongoing
Handle all banking transactions and ensure prompt deposit of annual membership dues	Ongoing
Maintain and submit all government returns and reports as required, including an annual income tax return along with changes in Directors and Officers	Prior to April 30th
Maintain for reference purposes, all copies of government reports and returns	Ongoing
Use CCN Bikes/WePay websites to access details of electronic bank deposits and act as secondary contact (Membership Coordinator is the primary contact)	Ongoing

MEMBERSHIP COORDINATOR	TIMELINE
Update HRER membership application package for the CCN website, including any fee changes and coordinate submission of documents to CCN for electronic registration.	January
Set up and launch registration process for the CCN website.	February
Assist members with online registration when required.	Ongoing
Maintain membership lists of former and current members <u>Note:</u> Communication to go to all current and past members until June 15 annually, filtering out for duplication.	June 15 (Past Members removed)
Distribute a Membership Contact List containing name, telephone number and email address to ONLY consenting members who choose to opt in.	June 15
Liaise with CCN to improve the registration process and resolve problems.	Ongoing
Distribute all email correspondence to club members as required.	Ongoing

RIDE COORDINATOR	TIMELINE
Be responsible for "scouting out" and developing, new rides/day trips	Ongoing
Prepare a draft copy of the following season cycling schedule	August
Prepare an approved draft copy of the annual cycling schedule for presentation at the Annual General Meeting	prior to AGM
Ensure that the Final ride schedule is available for inclusion on the web site	January
Conduct an annual review of the individual weekly ride maps and update accordingly	Ongoing
Prepare maps for new rides, as required for inclusion on website	January/February
Arrange Ride Captains for each ride	October and ongoing

Review the Ride Captains' duties and responsibilities annually and update as required	Fall
Communicate duties and responsibilities to Ride Captains prior to the beginning of each cycling season	Before the first ride in May
Communicate with the Membership Coordinator regarding last minute changes to ride schedules for the purpose of communicating with the membership	Ongoing
Liaise between the executive and the organizers of the Spring and Fall trips	Ongoing

WEB SITE COORDINATOR	
Act as the primary contact between the Club and the webmaster	Ongoing
Be responsible for forwarding all additions, deletions or changes to the Club's website to the webmaster	Ongoing
<p>Annually obtain new input as required (<u>this will require close cooperation with Board members to ensure that documents are ready prior to the stated deadline</u>), and after review, post changes to the website through the webmaster, prior to the beginning of cycling season. These include (for a full list see "<u>HRER Website Documents Update Chart</u>" for appropriate year):</p> <ul style="list-style-type: none"> - Changing year dates to the current year where appropriate - Forwarding the link to CCN web registration - President's message, disclaimer forms, waivers, and all required documents - Forwarding an updated ride schedule and maps - Updated executive photo, plus sending new photos for the Gallery - Forwarding updated Risk Management Policy and safety articles - Updated events and hot links - Ensuring the administrative e-mail address is correct & working <p>Please note the process for revised documents. Board members send the revised document to the President and Website Coordinator for review and approval. The website coordinator sends the revised documents to the webmaster (preferably in batches). And finally the website coordinator sends the revised documents to the secretary for storage on Google Drive.</p>	January/February/March

Coordinate the inclusion/deletion of documents for the club's website throughout the season if required	Ongoing
---	---------

SAFETY AND RISK COORDINATOR	
Coordinate the annual review of the Risk Management Policy as required	Fall
Understand the insurance provider's requirements for coverage and renew annual Directors' and Officers' insurance and general liability insurance	January
Undertake an annual review of the safety articles posted under the Safety Menu on the Club's website and update as required	January
Prepare new emergency phone cards of Directors' cell phone numbers	Prior to LGR

ACTIVITIES COORDINATOR	TIMELINE
Book venues for club events and use of washrooms when required. Obtain cheque for payment and confirmation of insurance and forward appropriately.	Winter and ongoing
Manage supplies for events. Replenish supplies for tea and coffee. Provide main course for AGM. Arrange for notice to members regarding what to bring to pot lucks. Organize pot lucks including clean up.	Ongoing
Notify appropriate person where necessary that we wish to park in their public lots for regular rides.	Ongoing
Contact owners of any private properties to gain permission to ride on their property.	January/February prior to establishment of FINAL ride routes (see Ride Coord.)

DIRECTORS AT LARGE	TIMELINE
Assist Ride Coordinator with the Fall and Spring trips	Ongoing
Assist the Vice-President with the organization of the Spring orientation (LGR)	Spring
Assist other Board members in successfully completing their tasks	Ongoing as needed
Assist Activities Coordinator with group events	April-October
Act as Board Liaison for cycling jerseys.	Ongoing
In the event there is no Immediate Past President, the duties will be distributed amongst the VP and directors at large as deemed appropriate.	

IMMEDIATE PAST PRESIDENT	TIMELINE
Act as an advisor to the Board of Directors and carry out specific duties as requested by the Board or the President	Ongoing
Attend all meetings of the Board of Directors at his/her discretion. The Immediate Past President shall have a vote at all meetings so attended	Ongoing
Recruit active club members to serve on the Board of Directors and conduct the election of the Board of Directors at the Annual General Meeting	Ongoing